

**Building Your Schedule (and Following the Contract):
Assignment of Work under Article 12**

At all times: First assign work to tenured and probationary faculty members, including participants in FERP and PRTB. Also assign work as appropriate to administrators, teaching associates, other student employees, and/or volunteer faculty. *Then* assign work to temporary faculty using the following priorities.

Beginning of the Academic Year	During the Academic Year
1. Three-year full-time appointees	1. Three year full-time appointees
2. Continuing multi-year full-time appointees**	2. Continuing multi-year full-time appointees**
3. Three-year part-time appointees; up to the time base of their entitlement	3. Three-year part-time appointees; up to the time base of their entitlement
4. Individuals who were eligible to be re-appointed for three years but did not receive an appointment because of lack of available work, who were then placed on a "Recall" list (see article 38.48)	4. Individuals who were eligible to be re-appointed for three years but did not receive an appointment because of lack of available work, who were then placed on a "Recall" list (see article 38.48)
5. Continuing multi-year part-time appointees (not three year appointees) up to the time base entitlement **	5. Continuing one-year full-time appointees**
6. Visiting Faculty	6. Continuing one-year and multi-year ** part-time appointees (not three year appointees) up to the time base entitlement
7. Give "careful consideration" to all part-time and full-time temporary faculty employed in the prior academic year. Temporary faculty in this group may be appointed in any order. (a) Those with rights under article 12.3 (2 consecutive semesters employment in the prior year), if appointed shall receive a 1-year contract, for same time base as prior year <u>if work is available that they are qualified to teach.</u> (b) Those with no provision rights under 12.3 can be appointed to any time base or term	7. Visiting Faculty 8. Give "careful consideration" to all part-time and full-time temporary faculty with no one-year or multi-year appointment, who were employed in the current or prior academic year. Can appoint anyone in this group, in any order, to any time base or term.
8. Any remaining work is "new or additional work" and is offered as follows: (a) Offer to 3-year part-time appointees up to and including 1.0 time base. In the event the department has a need to assign work for which a temporary part-time faculty with a one year appointment is objectively determined to be demonstrably better qualified, the one year appointee may be assigned the work. (b) Next offer work to all other part-time temporary faculty holding a one year appointment up to full-time. (c) Last offer work to any other qualified candidate.	9. Any remaining work is "new or additional work". and is offered as follows: (a) Offer to 3-year part-time appointees up to and including 1.0 time base. In the event the department has a need to assign work for which a temporary part-time faculty with a one year appointment is objectively determined to be demonstrably better qualified, the one year appointee may be assigned the work. (b) Next offer work to all other part-time temporary faculty holding a one year appointment up to full-time. (c) Last, offer work to any other qualified candidate.

****To qualify as a full or part-time multi-year appointee, a lecturer must have been appointed for more than one year at the time of the initial appointment. This is generally done as a result of a recruitment that specifies this option and is not a usual practice at HSU. Note: a recruitment that specifies the "possibility of reappointment" does not fall into this category.**